

Purpose

The purpose of this policy is to provide an overview of the procedures used by UDOT to dispose of surplus assets.

Policy

The Department of Transportation is required by Utah Law to comply with the policies and procedures for surplus property established by the Utah State Division of Surplus Properties. In addition, the department will follow the procedures in this section to ensure that surplus assets are properly accounted for and efficiently transferred to the Division of Surplus Properties.

Background

Surplus assets fall into five groupings: rate reimbursed equipment, non-rate reimbursed equipment, data processing equipment, surplus inventory, or scrap metal. The responsibility for processing and transferring these assets to State Surplus Properties is shared between the asset custodian and the surplus properties coordinator.

Definitions

Non-Rate Reimbursed Equipment: This includes lab equipment, office equipment, copying equipment, and small tools. The lab equipment referred to here is that which is owned by the Materials Division, Region Material Labs, District Materials Labs, or Project Labs, refer to **UDOT 02-42**. The office equipment, copying equipment, and other small tools not defined in the other groups are the responsibility of the owner/user in that division, region, or office, refer to **UDOT 02-41**.

Rate Reimbursed Equipment: This group of assets includes vehicles, heavy equipment, construction and engineering equipment, and shop and plant maintenance equipment. These assets are marked with UDOT identification numbers beginning with codes 01 through 38, and 45 through 46. The Equipment Operations Manager in the Maintenance Planning Division has department-wide authority for this type of asset and oversees all phases of the surplus process. For further information, refer to **UDOT 02-43**.

Data Processing Equipment: All computer equipment is considered the property of UDOT Information Systems Services (ISS). The ISS Administrative Manager maintains inventory control for all computer equipment in the Department. For detailed information, refer to **UDOT 02-44**.

Fixed Assets: Includes land, buildings, equipment, furniture, and vehicles having a useful life of greater than one year and costing \$5,000 or more. Refer to **UDOT 02-25**.

Surplus Material: All inventory materials in the warehouse are the responsibility of the UDOT Procurement Office. The Inventory Control Supervisor identifies surplus inventory materials, prepares the Surplus Property Form (SP-1), arranges for moving and storage, and coordinates pickup/delivery with Division of Surplus Properties. For more information, refer to **UDOT 02-45**.

Scrap Metal: Scrap metal is collected by the regions, districts, and the central shops and is sold to local dealers. An annual summary of these activities is prepared for each region or shop and sent to the Surplus Property Coordinator. For details, refer to **UDOT 02-46**.